



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Shantell Brandon Employee ID #: (b) (6)
Position Title (optional): Building Management Specialist PP-Series-Grade (optional): GS-1176-13
Organization (optional): HAAA0000

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$1,000.00 AND/OR Total Number of Hours: 18.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Shantell is nominated for an award for quality in customer service. She has positively contributed toward a more cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. Her commitment to teamwork, demonstrated through collaboration with the Office of Mission Support (OMS), agency and GSA staff, and her quality assurance efforts have increased the efficiency of HOB processes resulting in greater customer satisfaction. Shantell continues to demonstrate a level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the valuable support Shantell provided to the 2020 HQ Space Consolidation Project and the Customs Border Patrol (CBP) Valor Program. Her efforts for the Consolidation project included HOB purchase card management, contractor coordination and general project management. Working with the CBP team, she participated in the planning of the event and supported several key activities. This included room set up and escorting contractors, CBP guests and dignitaries. Throughout these projects she was an active participant who worked well with agency staff, contractors and FMSSD staff to complete numerous requests to accommodate our agency and Federal Triangle partners. For these reasons, Shantell is nominated for this award.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.